



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 1

**Agenda Date:** October 18, 2022

**In Control:** City Council Special Meeting

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

FY 2023 Annual High-Profile Report and Proposed changes to the High-Profile Process

**SUMMARY:**

Staff presentation on the FY 2023 Annual High-Profile Forecast Report and Proposed changes to the High-Profile Process

**BACKGROUND INFORMATION:**

The Finance Department will present the Annual High-Profile Forecast Report for Fiscal Year 2023. This report details discretionary contracting initiatives that are considered high profile and anticipated to be released between October 2022 and September 2023. Discretionary contracting initiatives are identified as “High Profile” if they meet at least one of the following conditions:

- Estimated value over \$1 million;
- High level of community interest or other exceptional interest; or
- Highly complex or technical in nature, or contract terms & conditions that are non-standard or complex.

Projects are identified as either Consent, Individual or Select. Consent projects are projects classified as routine in nature with minimal policy impacts. For consent projects, a summary

memorandum detailing pre and post solicitation information will be provided to the Audit & Accountability Committee. Those projects with more significant dollar values, policy issues and/or community interest will be listed as an individual item. Individual programs require both a pre and post solicitation briefing to the Committee. Select projects will be briefed at B-Session. Select projects are determined based on the following criteria:

- significant financial impacts (value over \$25 million);
- significant contract terms (over 10 years);
- significant policy/public safety implications;
- significant community/stakeholder impact or interest;
- and/or professional judgement.

The Finance Department will also present proposed recommendations for City Council's consideration to stream line the current high-profile process. The recommendation will include increasing the dollar value of high-profile projects to be presented as pre and post solicitation to the Audit and Accountability Committee. The definition of a high-profile project will remain unchanged.

#### **ISSUE:**

For briefing purposes only

#### **ALTERNATIVES:**

For briefing purposes only

#### **FISCAL IMPACT:**

For briefing purposes only

#### **RECOMMENDATION:**

For briefing purposes only